

FRESNO, CALIFORNIA
CLASS SPECIFICATION
BUDGET ANALYST

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Budget Analyst is the first and entry level in a three level Budget Analyst series. Incumbents are responsible for performing routine budget analysis at basic or advanced levels based upon assignment. Incumbents are responsible for reviewing annual budget requests for multiple departments, coordinating budget preparation processes with all levels of departmental staff, completing special projects on a City-wide basis, and preparing review documents on requested budget impacts for use by the City's management.

The Budget Analyst is distinguished from the Senior Budget Analyst, which is responsible as a lead worker, for making work assignments, overseeing the work of other Budget Analysts, training, preparing reports, and performing administrative tasks in the absence of the supervisor.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Reviews, analyzes, and approves requests for Citywide budget appropriation transfers, including verifying fund availability, ensuring compliance with financial controls, interpreting and applying applicable City policies related to financial adjustments, personnel policies and/or performing other related activities.	Daily 10%
2.	Participates in special projects, involving the identification of trends and fiscal impacts based on historical and forecasted data, and makes recommendations based on findings.	Daily 5%
3.	Researches, analyzes, makes recommendations and prepares amendments to Annual Appropriations Resolution, and/or other related items, including identifying and verifying revenue and expenditure sources, and developing formal documentation for presentation to the City Council outlining proposed fiscal adjustments and associated impacts.	Weekly 10%
4.	Represents the City and/or division in/on committees, task forces, and/or meetings to facilitate the development, scheduling, implementation, and monitoring of programs and projects that have Citywide budgetary impacts.	Weekly 10%
5.	Performs on-going financial analyses for assigned departments, ensuring prudent financial management, making recommendations based on findings, and preparing reports documenting findings and recommendations.	Weekly 10%
6.	Participates in reviewing, researching, analyzing, and developing the City's annual budget.	Annually 55%

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in a related field and one year of experience directly related to the area of assignment are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Public sector organizations and related structures;
- Accounting principles, practices and methods;
- Budget preparation and control techniques, principles and practices;
- Methods, materials, techniques and equipment utilized in assigned area of responsibility;
- Interrelationships between Federal, State and Local governments, public interest groups and private enterprises.

Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Compiling and analyzing data and information
- Analyzing and making recommendations for improved methods and procedures
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Ability to prepare and make effective oral presentations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008